



UNITED STATES MARINE CORPS
MARINE CORPS INSTALLATIONS WEST-MARINE CORPS BASE
BOX 555010
CAMP PENDLETON, CALIFORNIA 92055-5010

MCIWEST-MCB
CAMPENO 11000.1
G-F
12 APR 2018

MCIWEST-MCB CAMPEN ORDER 11000.1

From: Commanding General
To: Distribution List

Subj: GEOGRAPHIC BACHELOR HOUSING ASSIGNMENT

Ref: (a) MCO 11000.22 w/CH 1, Marine Corps Bachelor and Family
Housing Management
(b) MARADMIN 548/17, Accommodating and Charging Geographical
Bachelors on Marine Corps Installations

Encl: (1) Assignment Process
(2) Unaccompanied Housing Application
(3) Verification of Eligibility to Reside in Unaccompanied
Housing
(4) Unaccompanied Housing Occupancy Agreement
(5) Unaccompanied Housing Room Inventory
(6) Unaccompanied Housing Inspection and Discrepancy List
(7) Services and Charges

1. Situation. While the references do not mandate Marine Corps Installations West-Marine Corps Base, Camp Pendleton (MCIWEST-MCB CAMPEN) to house geographic bachelors within its housing inventory, MCIWEST-MCB CAMPEN will reasonably temporarily accommodate geographic bachelors in unaccompanied housing on a space available basis.

2. Mission. In accordance with references (a) and (b), this Order implements Marine Corps Policy for accommodating (i.e., assigning and charging) geographic bachelors living in unaccompanied housing aboard Marine Corps Base, Camp Pendleton (MCB CampPen).

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. Unaccompanied housing (i.e., "bachelor housing") is primarily for permanent party, bona fide single Service Members. Geographic bachelors temporarily housed on a space available basis will not be assigned to a room or space at the expense of bona fide single Service Members assigned to MCB CampPen.

(2) Concept of Operations

(a) A geographic bachelor is a Service Member with family

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members, receiving Basic Allowance for Housing (BAH) with dependents, and in receipt of Permanent Change of Station (PCS) orders to a duty station in the contiguous United States or Hawaii, but, who has chosen not to be accompanied by the family members at the PCS duty station. Accordingly, a "geographic bachelor" designation meets all of the following criteria:

1. A permanent party Service Member;
2. Entitled to and receiving BAH at the "with dependent" rate;
3. In receipt of Permanent Change of Assignment or PCS orders providing for the transfer of dependents and transportation of household goods to the next duty station;
4. Assigned to MCB CamPen (i.e., a command, unit, or activity on MCB CamPen);
5. Elected not to move family member(s) to next duty station for personal reasons (e.g., last tour, children's schools, spouse's employment); and
6. Family member(s) reside at another location (i.e., distance must be greater than 100 miles from MCB CamPen).

(b) A Service Member applying for assignment to unaccompanied housing must be a "geographic bachelor." In addition to the criteria above, a geographic bachelor designation includes a Service Member who lawfully marries during a tour of duty and who is not authorized a household goods shipment or given dislocation allowance to move dependents.

(c) A geographic bachelor may apply for temporary assignment to unaccompanied housing via the chain of command in accordance with enclosure (1). Each assignment shall be at or below the minimum standard for the Service Member's grade and may not be in the same cantonment area as the Service Member's organization, unit, or activity.

1. Applicants shall submit a Geographic Bachelor Quarters Application (see enclosure 2) to the Commanding General, MCIWEST-MCB CAMPEN. Each application shall contain a completed Personnel Administrative Center eligibility verification (enclosure 3).

2. The Director, Billeting/Bachelor Housing Branch, shall review each application.

3. When a geographic bachelor applicant accepts

quarters, the Geographic Bachelor Occupancy Agreement, enclosure (4), shall be completed, a check-in brief will be conducted, and a joint inspection and inventory of the assigned room and furnishings using enclosures (5) and (6) shall be conducted.

(d) MCB CamPen's ability to support geographic bachelors in unaccompanied housing will be diminished as barracks capacity is reduced or realigned. Therefore, geographic bachelors in unaccompanied housing will be consolidated with double occupancy in command designated units with two Service Members per room. While assignments shall be organized to provide for appropriate separation of grades; assignments will also maximize occupancy.

(e) Assignments are on a first come, first serve basis with no reservations permitted. As the command's housing requirements dictate, the command may require geographic bachelors to vacate unaccompanied housing and temporarily reside elsewhere on or off MCB CamPen.

(f) Service charges will be collected in accordance with reference (b) and this Order. Any variations in service will not impact the charges.

1. Geographic bachelors shall be charged a flat rate based on grade for their billeting. Enclosure (7) provides additional details regarding services, rates, and payment methods.

2. One month advance payment is required at check-in.

b. Tasks

(1) Assistant Chief of Staff (AC/S), Facilities. Manage the Unaccompanied Housing Program on MCB CamPen.

(a) Designate and operate unaccompanied housing.

(b) Serve as the Geographic Bachelor Quarters Application deciding official and maintain an unaccompanied housing wait list.

(c) Provide unaccompanied housing maintenance, repair, and police and coordinate support with MCB CamPen Area Commanders.

(2) AC/S G-4. Provide logistical support (e.g., washers, dryers, and furniture) to unaccompanied housing.

c. Coordinating Instructions. In accordance with reference (a), Commanders may continue to designate military personnel to unit bachelor housing by virtue of military necessity (e.g., mission requirements, maintenance of a disciplined force [e.g., military

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protective order implementation)). Military necessity shall not be used to circumvent Geographic Bachelor Housing Policy, and Commanders remain responsible for ensuring that only qualified personnel from their organizations, units, and activities are referred and assigned to unaccompanied housing.

4. Administration and Logistics. Directives issued by this Headquarters are published and distributed electronically. Electronic versions of MCIWEST-MCB CAMPEN directives can be found at: https://eis.usmc.mil/sites/mciw_mpwr/MCIWMCBADJ/default.aspx.

5. Command and Signal

a. Command. This Order is applicable to all commands, organizations, units, and activities located aboard MCB CampPen.

b. Signal. This Order is effective the date signed.



K. J. KILLEA

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Assignment Process

1. General

a. Unaccompanied housing for geographic bachelors may be provided on a space available basis for periods of up to 180 days. If a wait list exists, a geographic bachelor will be required to vacate quarters after 180 days to provide another Service Member an opportunity for housing. In all cases, geographic bachelors must reapply at least 30 days prior to reaching the allowed time and receive approval for quarters every 180 days.

b. Acceptance of quarters is voluntary. Geographic bachelors electing to reside temporarily in quarters provided under the provisions of this order accept that there is no inherent right to this housing, and that occupancy may be terminated at the discretion of the Commanding General, Marine Corps Installations West-Marine Corps Base, Camp Pendleton or his duly appointed representative.

c. All geographic bachelors, no matter the room or building assigned to, will be entered into the Unaccompanied Housing Module by the Billeting/Bachelor Housing Branch (B/BHB).

2. Wait List

a. The Director, B/BHB will maintain wait lists for geographic bachelors applying for temporary unaccompanied housing on a space available basis.

b. A Service Member's name will be placed on the wait list only after Director, B/BHB receives the individual's completed unaccompanied housing application, enclosure (2), and verification of eligibility, enclosure (3).

3. Assignment to Quarters

a. When an applicant reaches the first position on the wait list, they will be offered temporary housing as it becomes available within the next 30 days. Once they are contacted, they must accept or refuse temporary housing within three working days.

b. If the applicant refuses the offered temporary housing, their application will be cancelled.

c. If the applicant accepts, they will be notified when the temporary housing becomes available and must occupy the housing within seven days of the availability date. The unaccompanied housing occupancy agreement enclosure (4) will be completed, a check-in brief will be conducted with the B/BHB staff at building 1341, and a joint inspection and inventory performed for the room and furnishings using enclosures (5) and (6) by the applicant and a B/BHB staff member.

d. A valid credit card is required and will be kept on file for all geographic bachelors in order to recover any damages or should the resident vacate unaccompanied housing without notice.

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4. Miscellaneous

a. Unaccompanied housing for geographic bachelor rooms is offered on a space available basis and will not be assigned to the detriment of a bona fide bachelor. Should additional housing be required for bona fide bachelors in facilities being used to temporarily accommodate geographic bachelors, every attempt will be made to provide geographic bachelors a minimum of 10 working days notice to vacate.

b. If a geographic bachelor deploys for over 30 days, they must vacate their assigned temporary housing. Deploying geographic bachelor personnel can be placed on the wait list when vacating quarters for deployment, but will not receive preferential treatment over others already on the wait list.

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Unaccompanied Housing Application

Command Letter Head

11000
(Office Code)
(Date)

From: Rank/First Name/MI/Last Name EDIPI/MOS USMC
To: Commanding General, Marine Corps Installations West-Marine
Corps Base, Camp Pendleton (Attn: Director, Billeting/Bachelor
Housing Branch)
Via: (1) Battalion-level Unit Commander

Subj: GEOGRAPHIC BACHELOR UNACCOMPANIED HOUSING APPLICATION

Encl: (1) Copy of Permanent Change of Station Orders (PCSO)
(2) Verification of Eligibility to Reside in Geographic
Bachelor Quarters

1. Per enclosures (1) and (2), I request a geographic bachelor room for the period of (date) to (date).
2. I have read the reference and fully understand the information contained therein.
3. If approved and notified, I will contact the Billeting/Bachelor Housing branch within three working days of notification to arrange for the joint inventory of the geographic bachelor room and receipt of the room keys.
4. I understand that I will be charged a daily rate established according to rank for the geographic bachelor room, whether physically occupied or not, during my requested stay, and that this rate is non-negotiable. Payment will be made to the Billeting/Bachelor Housing Office, building 1341, no later than the first of each month.
5. I understand that as a geographic bachelor, I will be authorized to occupy geographic bachelor quarters for a maximum period of one hundred and eighty (180) days. 30 prior to the end of the 180-day period, I must re-apply for geographic bachelor quarters if these quarters are still required.
6. I understand I may be required to vacate quarters within 10 working days of notification if space is required in the temporary designated geographic bachelor quarters for bona fide bachelors.

I. M. MARINE

Enclosure (2)

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Unaccompanied Housing Application

Command Letter Head

11000
(Office Code)
(Date)

FIRST ENDORSEMENT on (Marine's name) ltr XXXX of Day Month Year

From: Battalion-level Unit Commander

To: Commanding General, Marine Corps Installations West-Marine
Corps Base, Camp Pendleton (Attn: Director, Billeting/Bachelor
Housing Branch)

Subj: GEOGRAPHIC BACHELOR UNACCOMPANIED HOUSING APPLICATION

1. I have reviewed (rank, name) request for geographic bachelor quarters and
recommend/do not recommend approval.

UNIT COMMANDER

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Verification of Eligibility to Reside in Unaccompanied Housing

Command Letter Head

11000
(Office Code)
(Date)

From: Unit Commander
To: Officer in Charge, Installation Personnel Administration
Center, (XX) Area

Subj: VERIFICATION OF ELIGIBILITY TO RESIDE IN GEOGRAPHIC BACHELOR
UNACCOMPANIED HOUSING

1. Request verification of information on the following individual:

Name: _____ Rank: _____

Unit: _____ Unit Phone #: _____

Date Reported to Camp Pendleton: _____

Effective date of orders: _____

In receipt of Basic Allowance for Housing? (Yes) (No)

Dependents? (Yes) (No) # of Dependents _____

Date acquired primary dependent: _____

Dependents Current Location: _____

2. Please annotate changes, if any on your response.

UNIT COMMANDER

Enclosure (3)

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Verification of Eligibility to Reside in Unaccompanied Housing

Command Letter Head

11000
(Office Code)
(Date)

From: Officer in Charge, Installation Personnel Administration
Center, (XX) Area

To: Unit Commander

Subj: VERIFICATION OF ELIGIBILITY TO RESIDE IN GEOGRAPHIC BACHELOR
UNACCOMPANIED HOUSING

Ref: (a) Unit Commander ltr (SSIC) (Office Code) of (Date)

1. As requested in the reference, all information listed was correct (or list those items that require correction).

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Unaccompanied Housing Occupancy Agreement

Name _____ Rank _____

Unit _____ Unit Phone # _____

Permanent Address _____

Personal/Cellular # _____ Bldg # _____ Room # _____

1. The maximum occupancy period for geographic bachelor temporary assignment to unaccompanied housing is 180 days, starting the day the occupant signs for the room key. _____

2. The daily service fee is posted nightly to the occupant's account. Monthly payment is required in advance the first of each month. Payment for first 30 days is required on check-in. _____

3. Payments will be accepted in cash, or credit card (Visa, MasterCard, or American Express). Personal checks are not accepted. _____

4. The B/BHB office must be contacted at least two weeks in advance of deploying to schedule a final inspection appointment. _____

5. All service charges must be settled at check-out. _____

6. Lost or misplaced keys must be reported to the B/BHB office, building 1341. Occupants may obtain another key from the Billeting Office front desk at a replacement cost of \$30. _____

7. Housekeeping service is provided once a week between the hours of 0730-1400. _____

- Bed linens need to be exchanged weekly. Geographic bachelor must place dirty linens on the floor next to bed, clean linens will be placed on bed _____
- No towels provided _____
- Rearrangement or removal of furniture is not authorized _____
- All personal belongings must be stored and secured to allow housekeeping personnel to safely enter and clean the rooms. Personal belongings must be stored in the geographic bachelor's assigned space. At no time can the geographic bachelor's personal effects be placed in other residents area even if there is no one assigned to that space _____
- Rooms must be clear of clutter and excess personal items _____
- Smoking is prohibited _____

8. Occupants are responsible for providing their own consumables, including soap, toilet paper and trash bags. _____

9. It is the responsibility of the occupant to maintain their quarters to the proper standards of cleanliness. _____

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10. It is the responsibility of the occupant to make sure that the door to his/her room is properly secured/locked. _____
11. Occupants are solely responsible for personal items left unattended in the laundry room. _____
12. Damage to government property is a violation of the Uniform Code of Military Justice and will not be tolerated. Damage to room items may result in additional charges and/or punitive actions. _____
13. Occupants shall conduct themselves in a manner that will not disturb other occupants. _____
14. I fully understand that the building/room that I have been assigned has been temporarily designated as geographic bachelor unaccompanied housing and I may be required to vacate this assigned space in the event that this space is required to house bona fide single service member. _____
15. I understand and will comply with the information listed above. _____
16. I have read, understand, and will comply with the geographic bachelor quarters rules. _____
17. Spaces are solely assigned to the authorized member. No other person is authorized to stay in the rooms. Overnight visitor are NOT allowed. Visitors under the age of 18 must be accompanied by adults at all times. _____

Occupant Signature _____ Date _____

Billeting Office Representative _____ Date _____

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Unaccompanied Housing Room Inventory

UNIT:		CO:		SERVICE: USMC NAVY		DOB:	
NAME: LAST				FIRST		M.I.	
RANK				BAH: <u>Y</u> OR <u>N</u>			
BUILDING #				ROOM #		SEX: M F	
ITEM		QTY	INIT	REMARKS			
ROOM KEY							
SHEETS/LINEN							
BED							
MATTRESS							
WALLOCKER							
MICROWAVE							
REFRIGERATOR							
SECRETARY							
2 DRAWER INSERT							
LAMP							
CHAIRS							
LIABILITY/RESPONSIBILITY AGREEMENT				BAH DECLARATION			
<p>I HAVE INVENTORIED THE ABOVE LISTED PROPERTY AND HEREBY ACKNOWLEDGE RESPONSIBILITY FOR THESE ITEMS.</p> <p>I UNDERSTAND THAT I WILL BE SUBJECT TO REIMBURSEMENT FOR THE LOSS OF THESE ITEMS</p> <p>AND DAMAGE TO THEM UPON CHECK-OUT.</p> <p>I UNDERSTAND AND AGREE TO THESE TERMS.</p> <p>INITIAL: _____</p>				<p>I (CIRCLE ONE) <u>AM</u> / AM NOT CURRENTLY RECEIVING BASIC ALLOWANCE FOR HOUSING AND AM CURRENTLY A GEOGRAPHIC BACHELOR.</p> <p>INITIAL: _____</p>			
CHECK-IN DISCREPANCIES:							
WORK ORDER#		REMARKS					

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CHECK-OUT DISCREPANCIES		
WORK ORDER#	REMARKS	
PRINT FULL NAME:	SIGNATURE:	DATE:

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Unaccompanied Housing Inspection and Discrepancy List

Name _____ Rank _____
Unit _____ Unit Phone # _____
Cellular # _____ Bldg: _____ Room: _____

Any check "No" requires an explanation in remarks section

Maintenance

	Yes	No	Remarks
Keys	_____	_____	_____
Lights	_____	_____	_____
Bathroom	_____	_____	_____
Sinks	_____	_____	_____
Sink Faucets	_____	_____	_____
Smoke Detector	_____	_____	_____
Shower	_____	_____	_____
Shower Doors	_____	_____	_____
Toilet	_____	_____	_____
Electric Outlets	_____	_____	_____
Light Switch(es)	_____	_____	_____
Walls	_____	_____	_____

Furniture

Mattress	_____	_____	_____
Refrigerator	_____	_____	_____
Microwave	_____	_____	_____
Wall Locker	_____	_____	_____
Bed	_____	_____	_____
Secretaries	_____	_____	_____

I hereby accept the above identified room with the discrepancies noted. I also understand that it is my responsibility to report any damages in a timely manner otherwise I will reimburse the Government.

I have been issued a key to room# _____ in building _____ for which I am responsible. Should I lose the key, I will immediately notify the Billeting Office, building 1341, or phone number (760) 763-5765 or 763-5730. I will be responsible for reimbursing the Government in the amount of \$30.00 for key replacement cost. I am not authorized to have copies of the key made. Copies of a key must be requested in person.

Signature

Date

Enclosure (6)

Services and Charges

1. General. Geographic bachelors residing in the temporarily designated unaccompanied housing will receive weekly housekeeping services. The daily rate pays for common area cleaning and trash service in recreational and television rooms, laundry rooms, passageways, and communal heads. These are standard services that will not be negotiated by the geographic bachelor as a means of lowering cost. Geographic bachelors are not actually paying for their room, but for the services provided to them while occupying that room. Geographic bachelors are responsible for providing their own consumables, including soap, toilet paper and trash bags. Acceptance of geographic bachelor quarters constitutes acceptance of these terms.

2. Rate. Per reference (b), the grade-based daily flat rate structure for geographic bachelors in unaccompanied housing is as follows:

- E1-E5 \$6/day
- E6-O3 \$8/day
- O4 and above \$10/day

Funds collected from geographic bachelor facilities should not be consolidated with other activities within the Billeting Fund and can only be utilized for upgrading the geographic bachelor temporary unaccompanied housing facilities. Therefore, funds collected will be used for housekeeping and Non-Appropriated Funds general and administrative costs, purchase of furniture replacements, maintenance costs, and unanticipated instances where building funding is not self-sustaining.

3. Payment for Services. A valid credit card is required and will be kept on file for all geographic bachelors. Service charges must be paid in advance on the first day of each month. The credit card on file will automatically be charged on the first day of each month. Cash payments are accepted from 0600-1630 at the Marine Manor front desk, building 1341 (Mainside) or 24 hours a day at the Harborside Inn front desk, building 210440 (Del Mar). Checks and third party credit cards will not be accepted. If an account becomes delinquent after the third day, a courtesy phone call reminder will be made. After five days, action will be initiated for eviction without further notice. If a pattern of late payments is noted, the geographic bachelor will be asked to vacate temporary housing.

4. Accountability Process

a. The Billeting/Bachelor Housing Branch (B/BHB) Property Management System will be used to track the geographic bachelor wait lists and all service charges and payments. A joint check-in inspection and inventory utilizing enclosures (5) and (6) will be conducted by the guest and a B/BHB staff member within 72 hours of assignment to quarters. Inspection and inventory documentation will be maintained by B/BHB.

b. All geographic bachelors will have their names and information entered into the Unaccompanied Housing Module of the Enterprise Military Housing System, in the same manner as regular bachelor enlisted quarters residents, with their status as geographic bachelor appropriately annotated.

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5. Liability. Geographic bachelors are responsible for the condition of their respective rooms and government property therein, including but not limited to furniture and fixtures. Upon departure, a geographic bachelor may be required to pay for damages or cleaning if their room or associated property is found to be in an unacceptable condition. Any additional charges will be based on the condition of the quarters, furniture and furnishings at the time of the joint check-out inspection. A listing of standard furniture, furnishings, and equipment in each geographic bachelor room is detailed in enclosure (5).

Enclosure (7)